FACULTY GUIDELINES FOR NIH-OXFORD SCHOLARS GRADUATE PARTNERSHIPS PROGRAM

Congratulations on being selected to participate as a mentor in the Oxford-NIH Scholars Program! This is an unusual program in biomedical research in which two distinguished mentors and their laboratories join together to mentor a single graduate student on a thesis project that is of mutual interest to both laboratories. The principal focus of this program is to train top caliber research students in an advanced, collaborative, multidisciplinary format to best prepare them for successful careers as creative basic or clinical investigators. As a mentor, you will have the major responsibility in the development of these young people as research scientists. This task requires diligent communication between all three parties involved and requires an integrated effort during the entire term of the research project, which is expected not to exceed four years. This program is NOT to be viewed as a mechanism by which a student spends 2 years in a lab in the UK on an NIH fellowship. Similarly, it is not to be viewed as a program designed to "employ" a technically trained student to work in an NIH laboratory on one's own project. In addition, the program requires that mentors fulfill certain teaching and/or financial obligations as a way to ensure the success of the program. Note that the Scholars are all enrolled as full-time students at Oxford and must comply with all the rules and regulations governing graduate students. These can be found on the Oxford website. All Oxford mentors should also adhere to the obligations set out in the Oxford Code of Practice for supervisors, which is also available on the website. The purpose of this document is to make clear to both parties involved the specific duties and commitments associated with service as the mentor of a student in this program.

STEPS FOR SETTING UP A RESEARCH PROJECT

(1) The two mentors in the partnership should agree in advance on an area of research of mutual interest, potential projects that the student may carry out, and which parts of the project will be conducted when and where. Although the plan will evolve with the discoveries and opportunities that transpire as a project matures, collaborators should agree on a common vision of what will constitute a successful training path for the student.
(2) If the student chooses your collaboration and both mentors agree to take on the student, it is the responsibility of both mentors to help the student write up a research proposal (maximum of 10 pages) describing the project and to prepare a brief timeline for where and when the research will be carried out. The proposal should reflect a thorough familiarity with the relevant literature and be written by the student during orientation scheduled for the student's first summer. This proposal will be the first task the trainee undertakes. All the students will be housed at the NIH from August 1 – September 30 (the orientation period), in order to ensure that the writing of this proposal is done properly.
(3) In addition to helping with the research proposal, each mentor should look closely at the student's college transcript and assess whether the student would benefit from undertaking any formal coursework or tutorials to add breadth/depth to the student's didactic training. If it is decided the student would benefit from additional coursework, mentors are asked to submit a recommendation via email to the Director of Student Services, Matt Vogt (vogtm@niaid.nih.gov). Mentors should be able to advise students with respect to the many specialty courses available through the NIH and its affiliates. We can organize one-on-one reading tutorials with senior faculty in recommended areas. Also, we encourage student participation in "professional" courses such as those offered at Cold Spring Harbor Laboratories, Woods Hole, the Sanger Center, etc., and assistance with funding can be provided. The request for training should also be appended to the end of the research proposal.
(4) Mentors and students should understand Oxford rules regarding residency requirements (6 terms) and permissions to work away from the university while at the NIH.

COMMUNICATION BETWEEN THE LABS

(1) Since students work primarily in one lab during any given year, it is absolutely critical that good communication be maintained between the student and both mentors. This can be accomplished by e-mail and/or video or telephone conferencing (NIH has a facility for this located in Building 10 which is available free of charge to investigators). The student should seek periodic feedback from both mentors. Phone conferences should be encouraged as a way for all collaborators to discuss points in detail. *iSight, Skype,* or other computer cameras used for video conferencing have proven to be convenient tools to ensure students and mentors maintain appropriate levels of communication. Note that the program provides laptops to all entering students to facilitate communication and

provide full access to all NIH computer resources. Regular emails between all parties are the most widely used approach.

(2) Oxford requires that supervisors submit termly reports on their students throughout their registration. As well as being key in monitoring student progress, they are also a formal means to ensure that Oxford supervisors and NIH mentors communicate regularly. The Oxford supervisor will remain responsible throughout for submission of the reports. Whilst the student is resident at the NIH, the Oxford supervisor will request a report from the NIH mentor to submit to the University. Whilst the student is resident in Oxford, the Oxford supervisor will submit their report, and ensure that the NIH mentor receives a copy. Students are also able to contribute their own termly report (though this is not obligatory).

(3) A colloquium will be held once a year to bring both mentors and the student together for quality discussion time. This will generally take place in late June or the first week of July each year. The program holds an annual colloquium that aims to provide an opportunity for students to present their data and for student-supervisor trios to discuss their research plans in a collegial environment. Consequently, it is anticipated that mentors will attend. The 2011 Colloquium will be held on June 22nd-24th at the NIH main campus.

(4) Each year, students must submit to the Managing Director updated CVs, biographies, and information about their research accomplishments along with their Annual Progress Report.

(5) Students and mentors are expected to regularly publish and present their findings both within the NIH community and outside of it.

(6) Mentors are expected to encourage students to participate in NIH-wide activities including those sponsored by the GPP, the program, and the International Biomedical Research Alliance, a non-profit organization that supports the program.

FINANCIAL OBLIGATIONS

(1) The NIH mentor is responsible for paying the student stipend, health insurance, and travel beginning October 1st of the student's first year and generally lasting for 4 years.

(2) The Scholars Program is responsible for the college tuition and University fees according to the partnership agreement.

(3) For Rhodes and Marshall scholarship recipients, the student costs are covered for the first two years by the supporting organizations. Thus, except for costs associated with travel and the purchase of a laptop, NIH mentors should anticipate only paying student stipend costs beginning in the third year. Rhodes Scholars who are non-U.S. citizens receive three years of scholarship support.

(4) One year of support may be provided for those students who have been awarded Churchill scholarships.

NOTE: A costing sheet is available in the "Mentors and Advisors" section of our website (http://oxcam.gpp.nih.gov) under Program Funding.

TRAVEL GUIDELINES

(1) During the year, the student may wish to attend a meeting or visit the partner lab to do an experiment or use a piece of equipment. NIH labs supporting a Scholar are expected to set aside a $3,000 per annum travel budget. These funds must be used for research related activities only. This stipend should NOT be used for holidays or trips home to visit family. Since this is official government travel using appropriated funds, the U.S. Federal Government maintains very strict rules regarding foreign and domestic travel and all student travel must be arranged through the Administrative Officer (AO) in the student's NIH lab.

(2) Students must make arrangements at least 7 weeks in advance of traveling in order to get proper government clearance for the trip. This is true whether the student travels from the UK to the U.S. or vice versa. The U.S. government travel agent must purchase all tickets. Students cannot be reimbursed if they purchase tickets on their own and they must submit all other travel expense receipts in a timely manner.

FIRST YEAR'S RESEARCH PROGRESS REPORT AND EVALUATION

(1) In addition to the termly reports on progress required by the University there are some additional reporting requirements of the NIH director of the program. At the end of the first year, students are required to submit a progress report, which summarizes their research accomplishments during the year. For the majority of students who matriculate at the standard time, this document will be due on October 1st and is to be submitted to the. For

the few students who have received exceptions and matriculate at another time, the document will be due one year after the date of matriculation.

(2) The progress report should be approximately 5 pages long (including references). If changes in the direction of the research have occurred over the course of a year, students should include a revised project timeline in the report. (Note: Oxford University considers students as "probationers" and has explicit transfer procedures that the student must complete between the beginning of the fourth term and the end of the sixth term to gain full status as a graduate student). The *Transfer Report* required for this transition may be used as a surrogate for the NIH progress report in the year the former is written.

(3) A viva examination with two Oxford assessors is also required as part of this transfer process to allow formal progression towards the Ph.D.

(4) Students are expected to upload all progress reports, updated training plans, and other documentation related to their dissertations to their electronic portfolios through Lean Project Manager (LPM), our password-protected web-based portal. Links to LPM are available through the website.

SECOND YEAR'S RESEARCH PROGRESS REPORT AND EVALUATION

(1) At the end of the second year, the student is expected to submit to the Director of Student Services, Matt Vogt (vogtm@niaid.nih.gov) an extensive research summary of the progress he/she has made during the first two years. This document should be 5 pages long. It must include preliminary or published findings of what has been done and plans for future experiments. If the transfer of status procedure takes place towards the end of the second year, the report required for this process may substitute.

THIRD YEAR SEMINAR

In the standard operation of the program, the student will spend two years at Oxford and two years at NIH; however, the student's precise location at any given time should be dictated by an agreement between the mentors and student according to the requirements of the science. As noted above, by the end of the second year, the student will have undergone the transfer of status procedure. When the student returns to the NIH, a third task must be performed. The student is required to give an open seminar on his/her work to the Laboratory or Branch affiliated with the project. It is best if the seminar is planned first in the UK with the Oxford mentor before leaving and then polished by the mentor at NIH before that person schedules the presentation. This requirement can be substituted with a formal presentation at a meeting.

THIRD YEAR REPORT

At the end of the third year, another 2-5 page report with a final timeline is due on October 1st. This one should again review the progress made including the publication of papers in professional journals. In addition, the report should outline the plans for finishing up the thesis work. Around this time, the student will undergo the second formal University assessment: 'Confirmation of Status.' The end of third year report may serve as the student's submission for this milestone. While Oxford has no formal requirement for publication in order to be awarded a Ph.D. (D Phil) degree, both the University and the Scholars Program expect that the student will publish at least one first author paper in a respected, peer-reviewed journal in order for the student to be competitive for obtaining a postdoctoral position.

FOURTH YEAR THESIS DEFENSE

If the mentors, Oxford University and the Scholars Program concur that the student is ready to graduate, a thesis is written and the student defends it in the UK before both an internal and an external examiner. After the formal examination has taken place and a report submitted by the examiners, a copy of the final thesis is submitted to the University and to the Managing Director of the program.

PROGRAM FLEXIBILTY

Oxford has a minimum residency requirement of 6 University terms. This translates into about 54 weeks of time that the student must spend in the UK within a 20-mile radius of the University though there are specific dates that must be kept in order for a period of time to count as one of the six terms (Oxford staff will advise). While the program was originally designed to have the student spend two years in each laboratory, students are offered flexibility in how the time is spent

so as to accommodate the scientific exploration process. According to NIH IRTA policy, the total time must be a 50/50 split between the UK and NIH. The plan for time distribution will be acknowledged from the very beginning when the student signs the research proposal and timeline to be submitted to the Director of Student Services, Matt Vogt (vogtm@niaid.nih.gov) on September 30th of the first year. Alterations in this program are certainly permissible, but both mentors must agree on any changes to the student's plan. A fifth year of stipend support is also available if necessary.

RESOLUTION OF DISPUTES

If differences of opinion occur between the two mentors or between the student and either mentor about the appropriate course of action for the student's education, the first points of contact for the Class of 2009 are the Class Deans.

Dr. Jim Sellers, academic dean, and other program personnel will also be available for consultation as needed (see the web site Contacts page-- http://oxcam.gpp.nih.gov/contacts/contacts.asp
If necessary, an ad hoc task force will serve in a "third party mediator" capacity to help reconcile any differences that cannot be resolved through individual advisement. If no reconciliation is deemed possible, the Scholars Program will attempt to work out an alternative mentorship arrangement.